

**DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY ALASKA  
Fort Richardson, Alaska 99505-5000**

**United States Army Alaska Regulation 630-1**

**31 May 1996**

**Personnel Absences**

**Processing of Soldiers Returning from Confinement**

**Summary.** This regulation concerning soldiers returning from confinement processing has been revised. The regulation establishes policy and procedures to process soldiers returning from confinement. This regulation has been revised to reflect the change to United States Army Alaska.

**Applicability.** This regulation applies to all personnel released from civilian or military confinement.

**Impact on New Manning System.** This regulation does not contain information that effects the New Manning System.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the APVR-RAG-PA.

**Interim changes.** Interim changes to this regulation are not official unless they are authenticated by the director of information management. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

**Suggested improvements.** The proponent agency of this regulation is the Adjutant General, Plans and Actions Branch. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to APVR-RAG-PA.

**1. Purpose**

This regulation's purpose is to establish procedures and policy for processing soldiers returning to duty from either civilian or military confinement.

**2. References**

a. Required publications.

(1) Army Regulation (AR) 600-31 (Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings). Cited in paragraph 4a.

(2) AR 635-200 (Enlisted Personnel). Cited in paragraph 5a.

b. Referenced forms.

(1) DA Form 268 (Report to Suspend Favorable Personnel Actions (FLAG)). Cited in paragraph 4a.

(2) DA Form 2028 (Recommended Changes to Publications and Blank Forms). Cited in the suggested improvements statement.

(3) DA Form 4187 (Personnel Action). Cited in paragraph 4a(3).

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**\*This regulation supersedes 6th Infantry Division (Light) Regulation 630-1, dated 27 May 1986.**

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### **3. Explanation of abbreviations**

- a. AR..... Army Regulation
- b. DA..... Department of the Army

### **4. Responsibilities and procedures**

- a. The unit commander/adjutant will—

(1) Prepare and submit an initial or final DA Form 268 (Report to Suspend Favorable Personnel Actions (FLAGS)) to the military personnel office, as applicable, per AR 600-31. Ensure that the synopsis information is concise and complete.

(2) Prepare and submit a Standard Installation/Division Personnel System duty status (DYST) transaction.

(3) Prepare and submit, with a unit transmittal letter, the appropriate DA Form 4187 (Personnel Action) for the duty status change to the finance office and military personnel office. Ensure that the remarks section of the DA Form 4187 contains information concerning charges, results, and the commander's determination of whether the absence is to be classified as unavoidable (civilian confinement only).

(4) Coordinate with the personnel management section if reasons exist that would impact the soldier's reassignment on release from military confinement or if the commander desires to retain the soldier in the unit.

(5) Ensure that an appropriate escort is available to pick up any soldier being assigned to the unit on release from military confinement from the confinement facility.

- b. The provost marshal will—

(1) Notify the enlisted management section of any soldier being released from military confinement at least 5 working days before the release date.

(2) Coordinate with the commander, special troops battalion concerning attachment of a soldier being released from civilian confinement pending transportation.

(3) Notify the receiving unit at least 24 hours before release of soldier from military confinement (and upon notification of release from civilian confinement) to coordinate transfer of the soldier.

c. The adjutant general will reassign soldiers per paragraph 5b and publish orders for such a reassignment at least 24 hours before the soldier's release from military confinement.

d. The commander, special troops battalion, will provide health and comfort to soldiers in military confinement. This will not include transportation to the facility upon sentencing or to the gaining unit upon release. These are unit responsibilities.

### **5. General**

a. Soldiers released from confinement by civilian authorities will be returned to the previously assigned unit. Subsequent requests for rehabilitative transfer, under AR 635-200, chapter 14, will be considered on a case-by-case basis. Soldiers who are to be returned to units outside of Alaska may be attached to the Special Troops Battalion at Fort Richardson or Fort Wainwright (as appropriate), only until transportation arrangements can be made.

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b. Soldiers in Alaska who are sentenced to military confinement and who do not qualify for shipment to either the United States Army Correctional Facility at Fort Riley, Kansas or the United States Disciplinary Barracks at Fort Leavenworth, Kansas will be reassigned to another unit in Alaska upon release from confinement.

FOR THE COMMANDER:

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//Original Signed//  
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